

From: Executive Director
Sent: Monday, February 27, 2012 3:33 PM
To: +All HQ Employees
Subject: Town Hall Meeting Announcement

**Town Hall Meeting Announcement
March 1, 2012
BOE Board Room**

Board of Equalization (BOE) employees will be provided the opportunity to have questions and concerns addressed regarding the spandrel glass failure at the 450 N Street BOE Headquarters Building through a series of Town Hall Meetings. Two (2) Town Hall Meetings will be conducted for this purpose in the BOE Board Room located at 450 N Street, Sacramento, on March 1, 2012, according to the following schedule*:

Thursday March 1, 2012 10:00 – 12:00 (Final 30 minutes for union/employee group session)

Thursday March 1, 2012 2:00 – 4:00 (Final 30 minutes for union/employee group session)

*Please note that employees will be provided the opportunity to meet with labor union representatives for up to thirty (30) minutes at the end of each Town Hall Meeting. Employees will be allowed up to two (2) hours of state time to attend.

Please be sure to coordinate attendance of a Town Hall Meeting, including lunch schedule changes, with your supervisor to ensure adequate office coverage.

Questions in advance

Regardless of how employees elect to participate, questions in advance are encouraged to allow the maximum amount of information to be addressed at the Town Hall Meetings. Please submit your question(s) to Kristi Petretti, BOE Health and Safety Officer, at healthan@boe.ca.gov by noon on Wednesday February 29, 2012.

Several ways to participate:

In-person

Attendance in-person will be on a first-come first-served basis, and limited to the maximum seating capacity of the Board Room.

Reservations and/or pre-scheduling of attendance will not be permitted.

In order to allow maximum in-person participation, employees are asked to please attend only one (1) Town Hall Meeting.

Live stream on eBOE

Employees may participate in a Town Hall Meeting via live-stream, by accessing eBOE at the scheduled meeting date/time and by clicking on the meeting link.

Questions may be submitted to the panel via e-mail during the meeting by using the e-mail address posted with the meeting link.

Viewing recorded video on eBOE

Each Town Hall Meeting will be recorded and posted on eBOE by the close of business on Thursday, March 8, 2012.

Employees who wish to view a recorded meeting will have the opportunity to do so after the close of business on Thursday, March 8, 2012, by accessing posted recordings in the News and Highlights section, or on the Board Website under the Headquarters Building Assessment, Building Updates page.

Employees who elect to view a recorded meeting will have the opportunity to have questions answered by submitting them in advance to the BOE Health and Safety Officer at healthan@boe.ca.gov. Please ensure questions are submitted by noon on Wednesday February 29, 2012.

The Town Hall Meetings will be facilitated by The Kolbe Company, an independent company retained by BOE.

The Town Hall Panel will consist of:

Board of Equalization

Liz Houser, Deputy Director, Administration Department

Department of General Services (DGS)

Angela Vebaere, Chief, Building and Property Management Branch

Nik Karlsson, Acting Chief, Project Management Branch

McGinnis Chen - retained by DGS

Jeff Martin, Principal

If you have any questions, please contact Kristi Petretti, Health and Safety Officer, at healthan@boe.ca.gov.

SCHEDULED TOWN HALL EVENTS ARE FOR BOE EMPLOYEES AND UNION REPRESENTATIVES ONLY.

Thank you,

Kristine Cazadd
Executive Director
Board of Equalization
916-327-4975